

THE CITY OF SOUTH BEND



VACANCY ANNOUNCEMENT

CLERK
EMERGENCY MEDICAL SERVICES

DEPARTMENT - FIRE

PART TIME

SALARY - \$10.42/HR.

CLOSING DATE - MAY 1, 2009

DEFINITION

Knowledge of medical services billing, Medicare, Medicaid, Blue Cross Insurance, policies and procedures for medical billing services.

EXAMPLES OF DUTIES

Updates run reports. Files Medicare, Medicaid and Blue Cross/private insurance. Posts payments. Makes deposits. Answers all phone inquiries. Deals with public regarding payments and insurance. Sends out monthly bills. Does monthly and yearly reports. Disburses information to the public, social service, insurance companies and attorneys. Handles collections. Does related work as assigned.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and six months of clerical experience. Experience with computers, office, and clerical procedures.

KNOWLEDGE AND ABILITY

Knowledge of medical services billing, Medicare, Medicaid, Blue Cross Insurance, policies and procedures for medical billing services. Accuracy is a must. Deals with public in an effective and respectful manner. Familiar with billing a plus.

ABILITY TO SPEAK SPANISH A PLUS

DRUG SCREENING REQUIRED